

Tenth Judicial District Suffolk County

Town & Village Court Directory



2023

HON. ANDREW A. CRECCA
District Administrative Judge

HON. PIERCE F. COHALAN
Supervising Judge of the Town & Village Courts

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**10TH JUDICIAL DISTRICT, SUFFOLK COUNTY
CONTACT INFORMATION**

The Honorable Andrew A. Crecca
District Administrative Judge
John P. Cohalan, Jr. Court Complex
400 Carleton Avenue
Central Islip, New York 11722
631-208-5610
acrecca@nycourts.gov

Warren G. Clark, Esq.
District Executive
John P. Cohalan, Jr. Court Complex
400 Carleton Avenue
Central Islip, New York 11722
631-208-5605
wgclark@nycourts.gov

The Honorable Pierce F. Cohalan
Acting County Court Judge
Supervising Judge of Town & Village Courts
John P. Cohalan, Jr. Court Complex
400 Carleton Avenue
Central Islip, New York 11722
631-208-5915
Chambers: 631-208-5784
pcohalan@nycourts.gov

Julie Walsh, Esq.
Special Counsel to Town and Village Courts
John P. Cohalan, Jr. Court Complex
400 Carleton Avenue
Central Islip, New York 11722
631-208-5610
jwalsh1@nycourts.gov

Alexandra Imandt
Town and Village Courts Liaison
John P. Cohalan, Jr. Court Complex
400 Carleton Avenue
Central Islip, New York 11722
631-208-5622
aimandt@nycourts.gov

Thomas Sparrow
LAN Administrator
John P. Cohalan, Jr. Court Complex
400 Carleton Avenue
Central Islip, New York 11722
631-208-5630
tsparrow@nycourts.gov

**For 24/7 help related to OCA-issued computer equipment,
digital recorders or Outlook email,
please call 1-800-622-2522.**

NEW YORK STATE TOWN & VILLAGE COURTS CONTACT INFORMATION LIST

OCA CONTACTS

Deputy Chief Administrative Judge (DCAJ) Courts Outside New York City (ONYC)

Honorable Norman St. George 518-453-8650

Office of Justice Court Support (OJCS)

187 Wolf Road, Suite 103
Albany, NY 12205
Telephone: 800-232-0630/518-238-4339
OJCS/Resource Center Fax: 518-438-3518
Education and Training Email: OJCS-Edtrain@nycourts.gov
Legal Questions Email: resourcecenter@nycourts.gov
Website: www.nycourts.gov/justicecourts

**Jennifer DiLallo, Director/Deputy Chief of Staff,
Deputy Chief Administrative Judge's Office,
Courts Outside New York City**

Diane Turo, Esq., Supervising Court Attorney

**Michele Willey, Principal Management Analyst,
Deputy Chief Administrative Judge's Office,
Courts Outside New York City**

Dakota Fliegelman	Michele Martone
David Fryer, Esq.	Kimberly Musella
Cy Cilie Graham	Kevin O'Connell, Esq.
Erika Hanks	David Whalen, Esq.
Robert Logan, Esq.	Christopher Wilson

Criminal Disposition Reporting

Reports/E-tickets: CDR@nycourts.gov
1-800-622-2522
CDR Serial #'s: I/O Contro
Email: iocontrol@nycourts.gov
Remote CDR Training: CDR@nycourts.gov

Division of Technology (DoT) - Help Center

helpcenter@nycourts.gov or 800-622-2522

Digital recorder, OCA-issued computer equipment &
Outlook email

E-Mail – Remote Access – Outlook Link:

<https://outlook.office365.com/owa>

WebDVS Application Support Team

Toll free number: 800-622-2522
Email: helpcenter@nycourts.gov Indicate "WebDVS" in subject

Sex Offense Registry 518-457-4185

Judicial Campaign Ethics Center 888-600-5232

OCA CONTACTS (continued)

Judicial Ethics, Advisory Committee on 866-795-8343
Laura L. Smith, Esq., Chief Counsel
25 Beaver Street, Room 867
New York, NY 10004

Nonjudicial Ethics Hotline 888-283-8442

Public Safety, Department of
DPS1@NYCOURTS.GOV 212-428-2766

Office of Records Management
records@nycourts.gov 212-428-2875

STATE AGENCY CONTACTS

Agriculture & Markets
General Info # 800-554-4501

Criminal Justice Services, Div. of (DCJS) & e-Justice
Customer Contact 800-262-3257

DNA Databank/SORA
General Info # 518-457-1901

Justice Court Fund
NYS Office of the State Comptroller (OSC)
110 State Street
Albany, NY 12236-0001
Automatic Filing/Paper Filing 518-473-6438
Technical Support 866-321-8503 opt. 1
General Questions 866-321-8503 opt. 2

Motor Vehicles
Public Call Center 518-486-9786
Forms 518-486-6583
TSLED – **Court Use Only** 800-948-7533
TSLED – Public number 518-474-3255
Vicky Giroux – TSLED Operations Manager 800-948-7533

JUSTICE & COURT CLERK ASSOCIATIONS

NYS Magistrates' Association
Hon. Tanja Sirago, Executive Director
163 Delaware Avenue - Suite 108
Delmar, NY 12054
Telephone number: 800 669-6247/518-439-1087
Fax number: 518-439-1204
Email: nysma1@gmail.com
Website: www.nysma.net

NYS Association Magistrates' Court Clerks

Jackie Ricciardi, President 914-670-3011
Email: jricciardi@nycourts.gov
Website: www.nysamcc.com

Amityville Village Court

21 Ireland Place
 Amityville, New York 11701
 (631) 691-3303 – Phone
 (631) 691-3304 – Fax

<http://amityville.com/village-justice-court/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
<p>The 1st Tuesday of Each Month as follows: 5:30 PM for Village Ordinance Violations 6:00 PM for Counsel & 7:30 PM Gen. Cal. The 2nd, 3rd, and 4th Tuesday of each month: 6:00 PM for Counsel & 7:30 PM Gen. Cal. *Check website for schedule changes*</p>	<p>Monday – Friday 8:00 AM – 4:00 PM</p>
Village Justices	Court Clerk Staff
<p>The Honorable Joseph L. Calabrese <i>Appointed Justice</i></p> <p>The Honorable Colleen R. Nugent <i>Associate Justice</i></p>	<p>Shannon Kokoneshi <i>Senior Justice Court Clerk</i></p> <p>Danielle Fernandez <i>Justice Court Clerk</i></p> <p>Court@Amityvillepd.com</p>

Jurisdiction of Village Court

Misdemeanors and Violations in Penal Law, Misdemeanors and Violations in Vehicle and Traffic Law, Violations of Village Ordinances and parking infractions

ASHAROKEN VILLAGE COURT

1 Asharoken Avenue
 Northport, New York 11768
 (631) 261-8677 – Phone
 (631) 691-3304 – Fax

<http://asharoken.com/index.htm>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Third Wednesday of every month 6:00 PM Call Court directly to verify court dates	4:00PM but hours vary; leave a detailed voicemail

Village Justices	Court Clerk Staff
The Honorable Paul A. Boronow <i>Elected Justice</i>	Brian O'Connor <i>Court Liaison</i>
The Honorable Tara Ryan <i>Associate Justice</i>	James Cox <i>Court Liaison</i>

Jurisdiction of Village Court

*Some Misdemeanors, Vehicle and Traffic Violations,
 Violations of Village Ordinances, and parking infractions*

BABYLON VILLAGE COURT

153 West Main Street
 Babylon, New York 11702
 (631) 669-1771 – Phone
 (631) 669-1920 – Fax

<http://www.villageofbabylonny.gov/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Every Tuesday at 2:00 PM & the 4 th Thursday at 7:00 PM	Monday – Friday 9:00 AM – 5:00 PM
Village Justices	Court Clerk Staff
The Honorable John T. Rafter <i>Elected Justice</i>	Irene Ivanoff <i>Court Clerk</i>
The Honorable Timothy J. Dunn <i>Associate Justice</i>	Cheryl Lugo <i>Court Clerk</i>
	Christine P. Becker <i>Deputy Court Clerk</i>
	Madison Beckman <i>Court Office Assistant</i> bvc@villageofbabylonny.gov

Jurisdiction of Village Court

Some Misdemeanors, Vehicle and Traffic Violations,

*Violations of Village Ordinances, and parking infractions***BELLE TERRE VILLAGE COURT**

55 Cliff Road
 Belle Terre, New York 11777
 (631) 473-5105 – Phone
 (631) 928-7971 – Fax

<http://belletterre.us/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Last Thursday of each month 6:00 PM *Exceptions apply; call to confirm court date	Monday – Friday 9:00 AM – 5:00 PM

Village Justices	Court Clerk Staff
The Honorable Eric Cherches <i>Elected Justice</i>	Louise Smit <i>Court Clerk/Village Deputy Clerk Treasurer</i>
The Honorable Michael V. Devine <i>Associate Justice</i>	
The Honorable John F. Reilly <i>Associate Justice</i>	

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

BELLPORT VILLAGE COURT

29 Bellport Lane
 Bellport, New York 11713 (Administrative Office)
 4 Bell Street
 Bellport, New York 11713
 (631) 286-0327 (x122 for Court Clerk) – Phone
 (631) 286-7055 – Fax

<https://www.bellportvillageny.gov/village-justice>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Two Mondays each month 7:00 PM	Varies; call and leave a message
Village Justices	Court Clerk Staff
The Honorable Howard G. Meyers III <i>Elected Justice</i>	Leigh Huisman <i>Court Clerk</i>
The Honorable Kerri Lechtrecker <i>Associate Justice</i>	

Jurisdiction of Village Court

*Some Misdemeanors, Vehicle and Traffic Violations,
 Violations of Village Ordinances, and parking infractions*

BRIGHTWATERS VILLAGE COURT

40 Seneca Drive
 Brightwaters, New York 11718
 (631) 665-1281 – Phone
 (631) 665-2830 – Fax

<http://www.villageofbrightwaters.com/village-justice-court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Second Wednesday of each month 6:30 PM	Monday & Thursday 9:00 AM - 4:00 PM 2 nd Wednesday of the month 6:30 PM (closed Thursday of that week)
Village Justices	Court Clerk Staff
The Honorable David Kluepfel <i>Elected Justice</i>	Kristen French <i>Court Clerk</i>
The Honorable Salvatore Puccio <i>Associate Justice</i>	Nicole Rhodes <i>Clerk Treasurer</i>
	court@villageofbrightwaters.com

Jurisdiction of Village Court

Violations of Village Ordinances and parking infractions

EAST HAMPTON TOWN COURT

159 Pantigo Road
 East Hampton, New York 11937
 (631) 324-4134 – Phone
 (631) 324-4132 – Fax

<http://ehamptonny.gov/310/Justice-Court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Monday – Friday 9:00 AM – 4:00 PM	Monday – Friday 8:30 AM – 3:00 PM

Town Justices	Court Clerk Staff	
The Honorable Lisa Rana <i>Elected Justice</i>	Jennifer Anderson <i>Senior Court Clerk</i>	Tylene Harris-Rouse <i>Justice Court Clerk</i>
The Honorable Steven Tekulsky <i>Elected Justice</i>	Sue Jones <i>Justice Court Clerk</i>	Nicole Shipman <i>Justice Court Clerk</i>
	Mercy Morocho <i>Justice Court Clerk</i>	Maria Osborne <i>Justice Court Clerk</i>

Jurisdiction of Town Court

Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations, Civil Matters including Summary Proceedings, Violations of Town Ordinances and parking infractions

HEAD OF THE HARBOR

500 North Country Road
 Saint James, New York 11780
 (631) 584-2034 – Phone
 (631) 862-1417 – Fax

<http://villagehohny.org/v2/pageon.php?b=court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Third Thursday of each month 6:00 PM *Exceptions apply; call court to confirm date*	Tuesday and Thursday 9:00 AM – 2:00 PM
Village Justices	Court Clerk Staff
The Honorable John J. Toomey <i>Associate Justice</i>	Carolanne J. Darrigo <i>Court Clerk</i>

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
 Civil Matters, Violations of Village Ordinances and parking infractions*

HUNTINGTON BAY VILLAGE COURT

244 Vineyard Road
 Huntington, New York 11743
 (631) 427-2843 – Phone
 (631) 425-3063 – Fax

<http://www.huntingtonbay.org/village-court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Second Thursday of each month 5:00 PM	Mondays – Fridays 10:00 AM – 3:00 PM

Village Justices	Court Clerk Staff
The Honorable Stephen Kunken <i>Elected Justice</i>	Danielle Catanese <i>Court Clerk</i>
The Honorable Michael Brown <i>Associate Justice</i>	

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

ISLANDIA VILLAGE COURT

1100 Old Nichols Road
 Islandia, New York 11749
 (631) 348-1133 – Phone
 (631) 348-7650 – Fax

<http://www.newvillageofislandia.com/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
First Thursday of each month and select Tuesdays and Thursdays	Mondays, Tuesdays, Thursdays, and Fridays 8:30 AM – 4:30 PM (Closed on Wednesdays)

Village Justices	Court Clerk Staff
The Honorable W. Alexander Melbardis <i>Acting Justice</i>	Denise Schrage <i>Court Clerk</i>

Jurisdiction of Village Court

*Some Misdemeanors in Penal Law, Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

LAKE GROVE VILLAGE COURT

980 Hawkins Avenue
 Lake Grove, New York 11755
 (631) 585-2008 – Phone
 (631) 585-0805 – Fax

<http://lakegroveny.gov/government/village-court/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Select Tuesdays (by summons or letter from the Court) 6:30 PM	Tuesdays and Thursdays 10:00 AM – 2:00 PM
Village Justices	Court Clerk Staff
The Honorable Scott Middleton <i>Elected Justice</i>	Michele Drake <i>Court Clerk</i>
The Honorable W. Alexander Melbardis <i>Associate Justice</i>	Vivian Lorper <i>Court Clerk</i>

Jurisdiction of Village Court

*Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

LINDENHURST VILLAGE COURT

430 South Wellwood Avenue
 Lindenhurst, New York 11757
 (631) 957-7508 – Phone
 (631) 957-4604 – Fax

<https://villageoflindenhurstny.gov/departments/courts/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
First and Third Wednesdays at 2:00 PM Second and Fourth Wednesdays at 1:00 PM	Monday – Friday 9:00 AM – 4:00 PM

Village Justices	Court Clerk Staff
The Honorable H. John Bopp <i>Elected Justice</i>	Donna Hochman <i>Senior Justice Court Clerk</i>
The Honorable Garin Scollan <i>Associate Justice</i>	Debra Rodriguez Lorraine Sayan <i>Court Clerk</i> <i>Court Clerk</i>
	Dawn Sblendorio <i>Court Clerk</i>

Jurisdiction of Village Court

*Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

LLOYD HARBOR VILLAGE COURT

32 Middle Hollow Road
 Huntington, New York 11743
 (631) 549-8896 – Phone

<http://www.lloydharbor.org/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
First Wednesday of each month 6:00 PM	Varies; call and leave a message
Village Justices	Court Clerk Staff
The Honorable Michael J. Brown <i>Elected Justice</i>	Robin Smiles <i>Court Clerk</i>

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

NISSEQUOGUE VILLAGE COURT

631 Moriches Road
 Saint James, New York 11780
 (631) 862-8576 – Phone
 (631) 862-7401 – Fax

<http://nissequogueny.gov/pageon.php?b=court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Second Wednesday of each month 7:00 PM	Varies; call and leave a message
Village Justices	Court Clerk Staff
The Honorable Kevin E. Balfe <i>Elected Justice</i>	Laura Winkeler <i>Court Clerk</i>
Hon. Douglas J. Bilotti <i>Elected Justice</i>	nvcourtclerk@optonline.net

Jurisdiction of Village Court

*Misdemeanors (Agg. Unlicensed in the 3rd), Penal Law Violations,
 Vehicle and Traffic Violations, Violations of Village Ordinances and parking infractions*

NORTHPORT VILLAGE COURT

224 Main Street
 Northport, New York 11768
 (631) 757-0935 – Phone

<http://www.northportny.gov/pages/court.html>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Mondays at 6:00 PM	Mondays 9:00 PM – 3:00 PM & 6:00 PM- 11:00 PM Tuesday-Friday 9:00 AM – 4:00 PM
Village Justices	Court Clerk Staff
The Honorable Brian A. Trodden <i>Elected Justice</i>	Tanya Karpf <i>Chief Clerk</i>
The Honorable Ralph Crafa <i>Associate Justice</i>	Dawn Belmonte <i>Court Clerk</i>

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

OCEAN BEACH VILLAGE COURT

157-164 Bay Walk

Ocean Beach, New York

Mailing Address: PO Box 433 Ocean Beach, New York 11770

(631) 583-0104 – Phone

(631) 583-9261 – Fax

<https://villageofocceanbeach.org/justice-court>

Court Session Schedule Saturdays at 10:30 AM* *Seasonally	Court Clerk's Office – Hours of Operation Varies; call and leave a message
Village Justices The Honorable William Wexler <i>Elected Justice</i> The Honorable Pamela R. Esterman <i>Acting Justice</i>	Court Clerk Staff Jonneigh Adrion <i>Court Clerk</i> Jacqueline Rulon <i>Court Clerk</i> courtclerk@villageofocceanbeach.org

Jurisdiction of Village Court*Misdemeanors and Violations in Penal Law and Violations of Village Ordinances*

OLD FIELD VILLAGE COURT

207 Old Field Road

East Setauket, New York 11733

Mailing Address: PO Box 2724 Setauket, New York 11733

(631) 941-9416 – Phone

<http://oldfieldny.org/>

Court Session Schedule	Court Clerk's Office – Hours of Operation
First Thursday of every second month 7:00 PM	Varies; call and leave a message

Village Justices	Court Clerk Staff
The Honorable Mitchell Birzon <i>Elected Justice</i>	Marianne Feller <i>Court Clerk</i>
The Honorable Michael S. Levine <i>Appointed Justice</i>	courtclerk@oldfieldny.org

Jurisdiction of Village Court*Violations of Village Ordinances and parking infractions*

PATCHOGUE VILLAGE COURT

14 Baker Street
 Patchogue, New York 11772
 (631) 475-2753 – Phone
 (631) 208-5323 – Fax

<https://www.patchoguevillage.org/194/Village-Justice-Court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Varies, typically Wednesdays and Thursdays* 5:00 PM – 6:15 PM *Check website for court dates.	Monday – Friday 9:00 AM – 4:30 PM
Village Justices	Court Clerk Staff
The Honorable Patricia K. Romeo <i>Elected Justice</i>	Debra Newham <i>Senior Court Clerk</i>
The Honorable Kerri Lechtrecker <i>Associate Justice</i>	Nancy Auer <i>Court Clerk</i>
	Denise Burke <i>Court Clerk</i>
	patchoguevillagecourt@nycourts.gov

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

POQUOTT VILLAGE COURT

45 Birchwood Avenue
 East Setauket, New York 11733
 (631) 476-4043

<https://www.villageofpoquott.com>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Fourth Wednesday of each month 7:00 PM	Varies; call and leave a message

Village Justices	Court Clerk Staff
The Honorable Paul J. Edelson <i>Elected Justice</i>	Leslie Murray <i>Court Clerk</i>
The Honorable Joel Katims <i>Associate Justice</i>	

Jurisdiction of Village Court

Violations of Village Ordinances and parking infractions

PORT JEFFERSON VILLAGE COURT

121 West Broadway
 Port Jefferson, New York 11777
 (631) 473-8287 – Phone
 (631) 473-8215 – Fax

<https://portjeff.com/justicecourt/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Second and fourth Tuesday of each month 6:00 PM	Monday – Friday 9:00 AM – 4:30 PM

Village Justices	Court Clerk Staff
The Honorable John F. Reilly <i>Elected Justice</i>	Elizabeth Kidney <i>Court Clerk</i>
The Honorable Tara Higgins <i>Elected Justice</i>	

Jurisdiction of Village Court

Vehicle and Traffic Violations, Violations of Village Ordinances and parking infractions

QUOGUE VILLAGE COURT

123 Jessup Avenue
 Quogue, New York 11959
Mailing Address: PO Box 926 Quogue, New York 11959
 (631) 653-9400 – Phone
 (631) 653-9356 – Fax

<http://www.villageofquogueny.gov/justice.cfm>



Court Session Schedule	Court Clerk's Office – Hours of Operation
First and Third Monday of the Month 9 AM Civil/Small Claims and Village Ordinance 1PM	Mondays and Fridays from 9:00 AM – 12 PM Wednesdays from 9:00 AM – 4:00 PM
Village Justices	Court Clerk Staff
The Honorable Francis G. Fineo <i>Village Justice</i>	Theresa K. Conway <i>Senior Court Clerk</i>
The Honorable Martha M. Rogers <i>Associate Justice</i>	Susan M. Doyle <i>P/T Court Clerk</i>
	Frances Schurek <i>P/T Court Clerk</i>
	justicecourt@villageofquogueny.gov

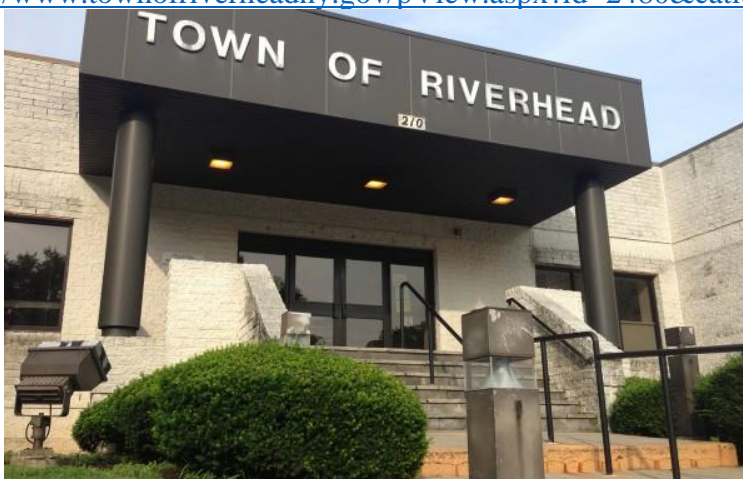
Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
 Civil Matters, Violations of Village Ordinances and parking infractions*

RIVERHEAD TOWN COURT

210 Howell Road
 Riverhead, New York 11901
 (631) 727-3200 x220 – Phone
 (631) 727-8283 – Fax

<http://www.townofriverheadny.gov/pView.aspx?id=2480&catid=118>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Mondays, Tuesdays and Wednesdays – 9:00 AM Thursdays and Fridays - Trials 2 nd Monday of Month (when not a Federal Holiday) Civil Night Court – 6:00 PM	Monday – Thursday 8:30 AM – 4:30 PM Friday 8:30 AM - 12:00 PM

Town Justices	Court Clerk Staff
The Honorable Lori M. Hulse <i>Elected Justice</i>	Sarah Burgess <i>Justice Court Director</i>
The Honorable Sean M. Walter <i>Elected Justice</i>	Maribeth Vail <i>Senior Justice Ct. Clk</i>
Office: 631-929-5400	Lindsay Ronning <i>Justice Court Clerk</i>
	Kristin Mabanta <i>Justice Court Clerk</i>
	Lauren Waskowiak <i>Justice Court Clerk</i>

Jurisdiction of Town Court

Felony Arraignments, Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations, Civil Matters including Summary Proceedings, Small Claims, Violations of Town Ordinances and parking infractions

SAG HARBOR VILLAGE COURT

55 Main Street

Sag Harbor, New York 11963

Mailing Address: PO Box 1999 Sag Harbor, New York 11963

(631) 725-0621 – Phone

(631) 725-0618 – Fax

<https://sagharborny.gov/156/Justice-Court>

Court Session Schedule	Court Clerk's Office – Hours of Operation
Two Tuesdays each month (Zoning/Parking/Civil) Two Fridays Each Month (VTL/Criminal) 9:00 AM	Mondays, Tuesdays, Thursdays, and Fridays 8:30 AM – 2:30 PM

Village Justices	Court Clerk Staff
The Honorable Lisa Rana <i>Elected Justice</i>	Michelle Fields <i>Court Clerk</i>
The Honorable Steven Tekulsky <i>Associate Justice</i>	Cindy Arkinson <i>P/T Court Clerk</i>

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
Civil Matters, Violations of Village Ordinances and parking infractions*

SALTAIRE VILLAGE COURT

Corner of Broadway and Pomander Walk

103 Broadway Village Hall

Saltaire, New York

Mailing Address: PO Box 5551 Bay Shore, New York 11706

(631) 583-5566 – Phone

<http://www.saltire.org/>

Court Session Schedule	Court Clerk's Office – Hours of Operation
Saturdays from 12:00 PM – 2:00 PM* *Seasonally	Varies; call and leave a message

Village Justices	Court Clerk Staff
The Honorable Frank Markus <i>Elected Justice</i>	Catherine O'Brien <i>Court Clerk</i>
The Honorable Lawrence Shire <i>Associate Justice</i>	

Jurisdiction of Village Court
Violations of Village Ordinances

SHELTER ISLAND TOWN COURT

46 North Ferry Road

Shelter Island, New York 11964

Mailing Address: PO Box 1632 Shelter Island, New York 11964

(631) 749-8989 – Phone

(631) 749-2504 – Fax

<https://www.shelterislandtown.us/justice-court>

Court Session Schedule	Court Clerk's Office – Hours of Operation
Mondays (twice a month) 9:30 AM	Monday – Friday 9:00 AM – 12:00 PM 12:00 PM – 4:00 PM
Town Justices	Court Clerk Staff
The Honorable Stanley I. Birnbaum <i>Elected Justice</i>	Dawn Michelle Congdon <i>Court Clerk</i>
The Honorable Mary-Faith Westervelt <i>Elected Justice</i>	

Jurisdiction of Town Court

Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations, Civil Matters including Summary Proceedings, Violations of Town Ordinances and parking infractions

SHOREHAM VILLAGE COURT

80 Woodville Road

Shoreham, New York 11786

Mailing Address: PO Box 625 Shoreham, New York 11786

(631) 849-1444 – Phone

<http://www.shorehamvillage.org/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Third Wednesday of every third month 7:00 PM	Varies; call and leave a message

Village Justices	Court Clerk Staff
The Honorable David Desmond <i>Elected Justice</i>	Elizabeth Kidney <i>Court Clerk</i>

Jurisdiction of Village Court

Vehicle and Traffic Violations and Violations of Village Ordinances

SOUTHAMPTON TOWN COURT

32 Jackson Avenue
 Hampton Bays, New York 11946
 (631) 702-2990 – Phone
 (631) 728-2954 – Fax

<http://www.southamptontownny.gov/252/Justice-Court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Monday – Friday 9:00 AM & 1:00 PM	Monday – Friday 8:30 AM – 4:00 PM

Town Justices	Court Clerk Staff
The Honorable Barbara L. Wilson <i>Elected Justice</i> The Honorable Gary J. Weber <i>Elected Justice</i> The Honorable Karen Sartain <i>Elected Justice</i> The Honorable Patrick J. Gunn <i>Elected Justice</i>	Selena Berbig <i>Director</i> (631) 702-2977 <u>Court Clerks:</u> Margaret Foley Tatyana Dawson Christina Hutchinson Janet Robles Elizabeth Roy Victoria Sardegna Joanne Whelan-Altenkirch Erica Crafa Heather Drapal Valerie Bellevue Milce Garcia Lindsay Smith Kelly Campbell P/T: Minolo Espana

Jurisdiction of Town Court

Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations, Civil Matters including Summary Proceedings, Violations of Town Ordinances and parking infractions

SOUTHAMPTON VILLAGE COURT

151 Windmill Lane
 Southampton, New York 11968
 (631) 204-2140 – Phone
 (631) 204-2145 – Fax

<https://www.southamptontvillage.org/156/Justice-Court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Tuesdays 9:00 AM	Monday – Friday 9:00 AM – 4:00 PM

Village Justices	Court Clerk Staff
The Honorable Barbara Wilson <i>Elected Justice</i>	Leith McLoughlin <i>Court Clerk</i>
The Honorable Michael Solomon <i>Associate Justice</i>	Jeanne Brenner <i>Court Clerk</i> shvjc@southamptonvillage.org

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations,
 Violations of Village Ordinances and parking infractions*

SOUTHOLD TOWN COURT

PO Box 1179
 53095 Main Road (Route 25)
 Southold, New York 11971
 (631) 765-1852 – Phone
 (631) 765-3898 – Fax

<http://www.southoldtownny.gov/114/Justice-Court>



Court Session Schedule	Court Clerk's Office – Hours of Operation
Various Wednesdays 12:00 PM (Parking) Wednesday at 12:30 PM (T&V Code) Wednesday at 1:00 PM (Traffic) Fridays at 9:00 AM (Criminal) Fridays at 10:30 AM (Civil/Small Claims/Landlord Tenant Matters)	Monday – Friday 8:00 AM – 4:00 PM Justicecourt@town.southold.ny.us

Town Justices	Court Clerk Staff	
The Honorable Eileen Powers <i>Elected Justice</i>	Leanne Reilly <i>Justice Court Director</i>	Dania Atkinson <i>Court Clerk</i>
The Honorable Daniel C. Ross <i>Elected Justice</i>	Kendra Wadlington <i>Senior Court Clerk</i>	Michele Drake <i>Court Clerk</i>
The Honorable Louisa P. Evans <i>Elected Justice</i>		

Jurisdiction of Town Court

Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations, Civil Matters including Summary Proceedings, Violations of Town Ordinances, parking infractions and matters from the Village of Greenport

VILLAGE OF THE BRANCH VILLAGE COURT

40 Route 111

Smithtown, New York 11787

Mailing Address: PO Box 725 Smithtown, New York 11787

(631) 265-3315 x 1 – Phone

(631) 382-7688 – Fax

<http://villageofthebranch.net/>

Court Session Schedule	Court Clerk's Office – Hours of Operation
Fourth Monday of Each Month 6:00 PM <i>No court session is held in December.</i>	Tuesdays and Thursdays 10:00 AM – 2:00 PM
Village Justices	Court Clerk Staff
The Honorable Brian Murphy <i>Elected Justice</i> The Honorable Lauren Campisi <i>Elected Justice</i>	Christine Cozine <i>Court Clerk</i> villageofbranch@optonline.net

Jurisdiction of Village Court*Violations of Village Ordinances and parking infractions*

WESTHAMPTON BEACH VILLAGE COURT

165 Mill Road
 Westhampton Beach, New York 11978
 (631) 288-3980 x1 – Phone
 (631) 702-1585 – Fax

<http://westhamptonbeach.org/clerks-office/justice-court/>



Court Session Schedule	Court Clerk's Office – Hours of Operation
<i>Year Round:</i> Second Wednesday of each month – 7:00 PM <i>June – September:</i> Every Wednesday at 1:00 p.m. for certain types of cases; 2 nd and 4 th Wednesday at 3:00 p.m. for all other matters <i>October – May:</i> 2 nd and 4 th Wednesday at 1:00 PM for certain cases; 3:00 p.m. for all other matters	Monday – Friday 9:00 AM – 3:00 PM

Village Justices	Court Clerk Staff
The Honorable Robert A. Kelly, Jr. <i>Elected Justice</i> The Honorable Martha Rogers <i>Associate Justice</i>	Janet Jurgielewicz <i>Senior Court Clerk</i> Ericka Smith <i>Court Clerk</i> JusticeCourt@westhamptonbeach.org

Jurisdiction of Village Court

*Misdemeanors and Violations in Penal Law, Vehicle and Traffic Violations, Civil Matters,
 Violations of Village Ordinances and parking infractions*

WESTHAMPTON DUNES VILLAGE COURT

165 Mill Road

Westhampton Beach, New York 11978

Mailing Address: PO Box 306 Westhampton Beach, New York 11978

(631) 466-1632 – Phone

(631) 288-6571 (Village Office)

(631) 280-5321 – Fax

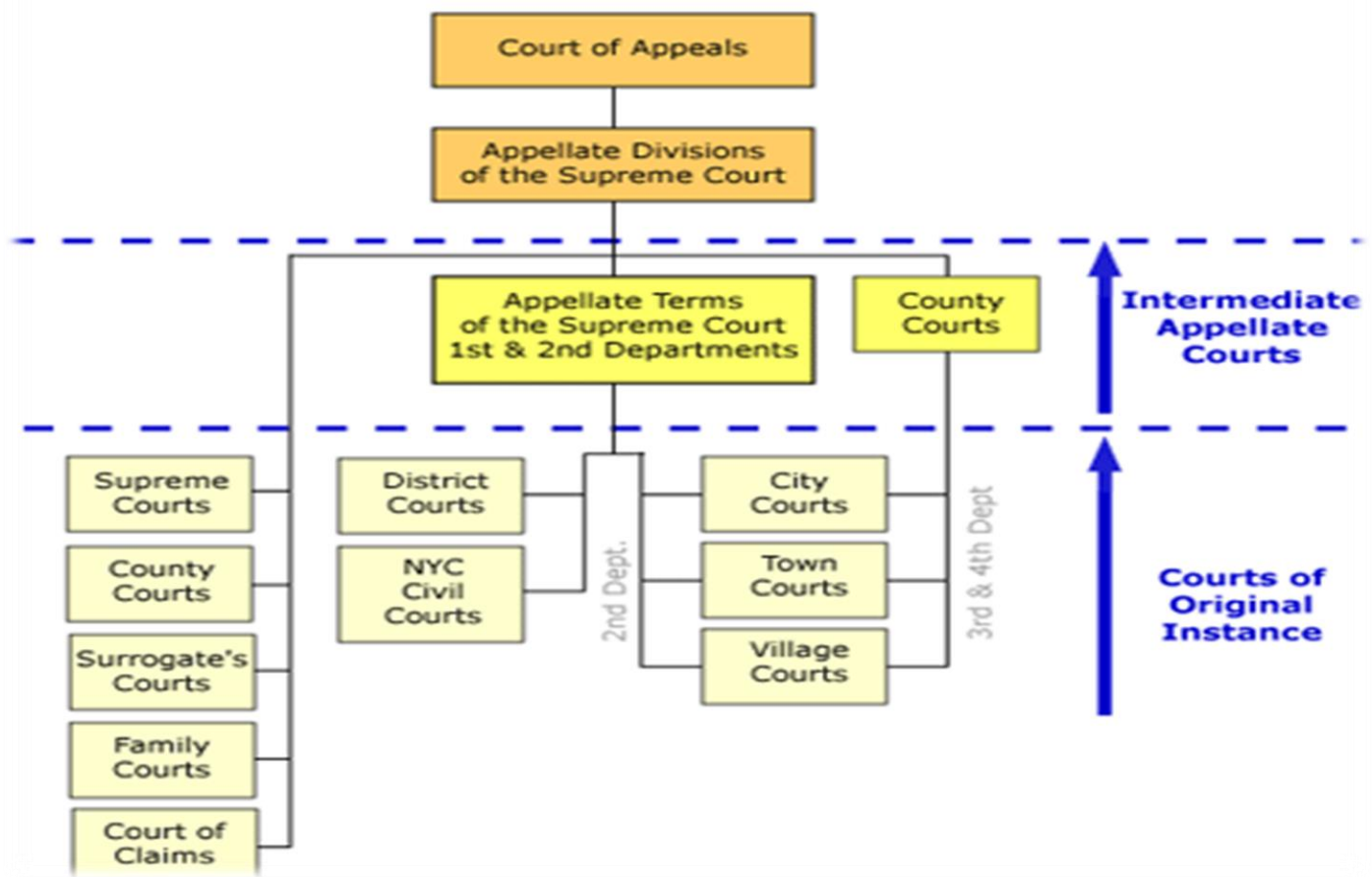
<http://www.whdunes.org/departments/court-clerk/>

Court Session Schedule	Court Clerk's Office – Hours of Operation
First Monday of Each Month 5:00 PM	Varies; call and leave a message
Village Justices	Court Clerk Staff
The Honorable Adam Gomerman <i>Elected Justice</i>	Jacqueline McKay Court Clerk
The Honorable Enrico Scarda <i>Associate Justice</i>	justicecourt@whdunes.org

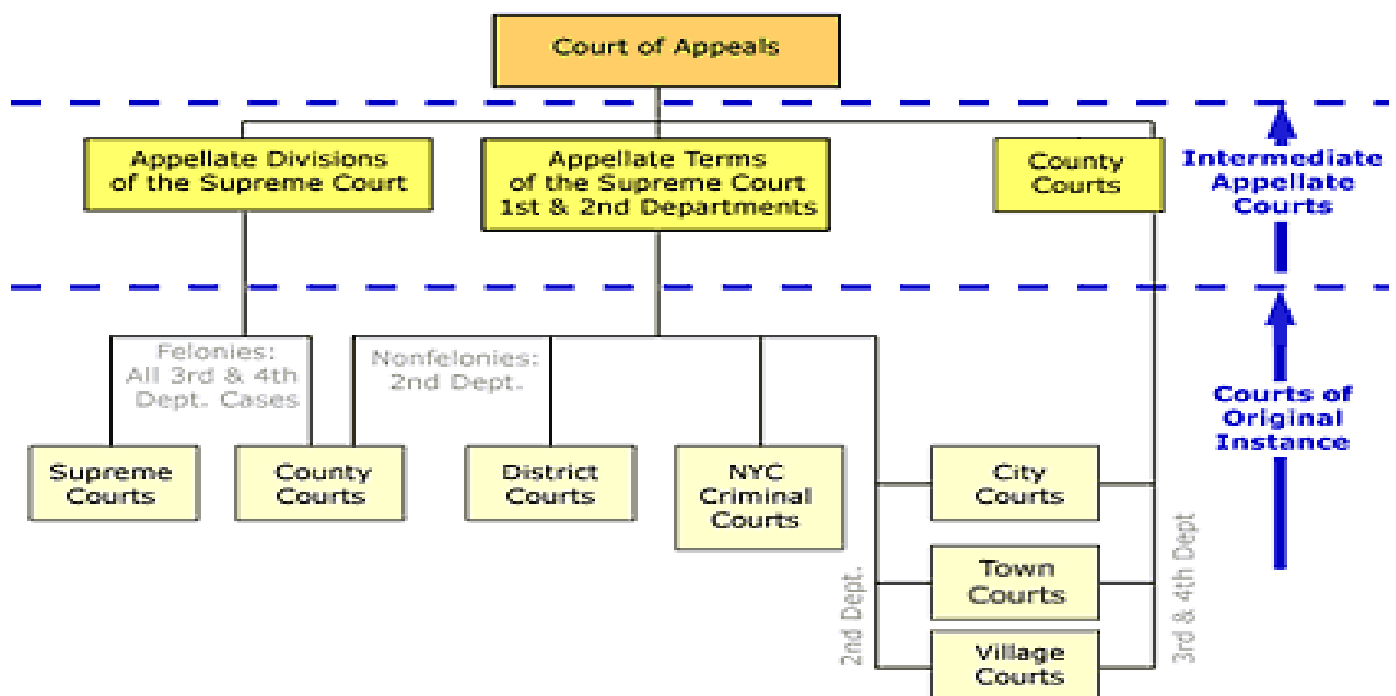
Jurisdiction of Village Court*Violations of Village Ordinances and parking infractions*

STRUCTURE OF THE COURTS

CIVIL COURT STRUCTURE



CRIMINAL COURT STRUCTURE



FILING REQUIREMENTS

Town and Village Justices are required by Article XIII, §1 of the New York State Constitution to take and subscribe the Oath of Office set forth below.

The completed Oath then must be filed in three places [Uniform Justice Court Act §104]:

- 1. The office of the County Clerk (the original)**
- 2. The office of the clerk of the municipality (see also Town Law §25 and Village Law §3-312), and**
- 3. The Office of Court Administration (see also Public Officers Law §10), 187 Wolf Rd, Suite 103, Albany, NY 12205 (Fax to: 518-438-3518)**

In addition, §104 of the Uniform Justice Court Act requires Town and Village Justices to file a bond conditioned for the faithful performance of their duties with their County Clerks. However, if a Town or Village Justice is covered by a blanket undertaking procured by a town or village for its officers, the filing requirement for the justice is satisfied if the town or village has filed the undertaking with its respective Town or Village Clerk.

Failure to file the Oath of Office or the official undertaking within 30 days after the commencement of the term of office may result in the office being declared vacant. [Public Officers Law §30(1)(h)].

OATH OF OFFICE

STATE OF NEW YORK) ss.
COUNTY OF _____)

I, **Hon** _____ do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of _____ of _____ according to the best of my ability.
(Associate Village Justice, Village or Town Justice) (Specify Town or Village and name of municipality)

X _____
(Signature of the Justice)

AFFIDAVIT/AFFIRMATION

STATE OF NEW YORK) ss.

COUNTY OF _____)

Further, pursuant to Town Law §31/Village Law §3-301, I swear or affirm, under penalty of perjury, that I have not been convicted of a felony pursuant to the laws of this State, or in Federal Court or in any other State for a crime or offense that would constitute a felony under the laws of the State of New York.

X _____
(Signature of the Justice)

[Notary for both signatures]
Subscribed and sworn to before me
this _____ day of _____, 20

(Authorized Signature)

Please complete:

JUSTICE'S TERM BEGINS _____ / _____ / _____

TERM ENDS _____ / _____ / _____

Replacing Justice _____
(If applicable)

Appointed _____

or (Re-) Elected _____

TOWN AND VILLAGE JUSTICE POSITIONS - CHANGE IN STATUS

REASON FOR CHANGE IN STATUS

☐ Re-Elected / Re-Appointed
 ☐ Newly Elected/Appointed
 ☐ Term Expired
 ☐ Resigned / Retired
 ☐ Deceased

COURT INFORMATION

COURT NAME	COUNTY	JUDICIAL DISTRICT
COURT ADDRESS		

POSITION INFORMATION

TERM BEGINS (mm/dd/yyyy)	TERM ENDS (mm/dd/yyyy)
TITLE	INITIAL DATE OF SERVICE AS JUDGE IN THIS TITLE (mm/dd/yyyy)
IF NEWLY ELECTED OR APPOINTED, NAME OF JUSTICE REPLACING	

JUSTICE NAME AND CONTACT INFORMATION

** Required Fields for New Justices Only*

NAME	* ATTORNEY <input type="checkbox"/> Yes <input type="checkbox"/> No Registration ID #
* HOME ADDRESS	
* CITY/TOWN/VILLAGE	STATE Z IP
* PHONE NO. (One Required)	HOME PHONE C ELL PHONE W ORK PHONE
* EMAIL ADDRESS <input type="checkbox"/> Personal <input type="checkbox"/> Work	

FORM COMPLETED BY	TITLE
PHONE	EMAIL DATE

RETURN COMPLETED FORM (mail, fax or email) TO:

Office of Justice Court Support
Mail: 187 Wolf Road, Suite 103
 Albany, NY 12205
Fax: 518-438-3518
Email: resourcecenter@nycourts.gov

Attachments Required (check if applicable)

- ☐ **Newly-Elected or Reelected Justice:** Attach copy of signed Oath of Office form.
- ☐ **Appointed or Reappointed Justice:** Attach copy of Town or Village Board Resolution and a copy of signed Oath of Office form.
- ☐ **Justice Resigning or Retiring:** Attach copy of letter of resignation or retirement. Also notify the Office of the State Comptroller regarding the resignation or retirement of a justice.